23 January 1950

MEMORANDUM FOR: Executive

SUBJECT: Management Survey Report - OCD/Liaison Branch

REFERENCE: (a) AD/OCD Memorandum AD-589 of 5 January 1950
(b) XO Memorandum to AD/ORE and AD/OCD of
1 December 1949
(c) Subject Survey Report of 8 September 1949

1. In reference (a), the AD/OCD submits comments with respect
to the recommendations submitted by Management in reference (c),
following a survey of the Liaison Branch of that activity. Reference
(b) clarifies the functions and responsibilities of the Liaison Branch,
and resolves conflicting views previously held by the AD/ORE and the
AD/OCD.

2. COAPS herein submits comments with respect to the recommenda-
tions advanced by Management in reference (c), and the reply thereto
submitted by the AD/OCD in reference (a). Paragraph designations cor-
respond with those used in reference (c).

2.(a)(2): Establish a requirements coordinating committee
or a similar organization.

Comment: The advisability of establishing a requirements
coordinating committee is not recognized. Intra-CIA Committees should
be rare exceptions. The inter-relationship of the CIA offices under
the existing administrative organization provides adequately for
continual inter-office liaison. As inter-agency committees are estab-
lished, coordination of requirements in specific fields of interest
should uniformly become a function of such committees. Where no inter-
agency coordinating committee exists in a particular field of interest,
the AD/OCD will effect the coordination of the several interests within
CIA, through the Liaison Branch or otherwise as he shall determine to
be most efficacious.

2.(a)(3): Remove ad hoc translation requirements from the
formal RD process.

Comment: AD/OCD procedure set forth in reference (a),
approved.

~~CONFIDENTIAL~~

2.(a)(4): Decentralize liaison control records.

Comment: AD/OCD handle this organizational detail.

2.(a)(7): Eliminate loan records on desks by channeling all loan materials to library for library loan control.

Comment: AD/OCD handle this organizational detail.

2.(a)(8): Refer all currently used unnumbered ditto forms to Management Office for assignment of form numbers.

Comment: AD/OCD comply.

2.(b)(1): Chief's clerk cease logging RDs, outgoing CDs and requests referred to Map Branch or OCD Divisions for action.

Comment: AD/OCD handle this administrative detail.

2.(b)(2): Eliminate referral of formal document requests to Library and assignment of RD number in Library.

Comment: AD/OCD handle this administrative detail.

2.(b)(3): Discontinue filing copy of RD in branch control.

Comment: AD/OCD handle this administrative detail.

2.(c)(2): State desk eliminate cross-reference file.

Comment: AD/OCD handle this administrative detail.

2.(c)(3): CIA desk eliminate cross-index to RDs and control numbers.

Comment: AD/OCD handle this administrative detail.

PRESCOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

cc: AD/OCD
Management Officer

~~CONFIDENTIAL~~